

CITY OF BURBANK

FOOD SERVICES SUPERVISOR

DEFINITION

Under direction, to supervise the preparation of meals for on-site and home delivery to senior citizens; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans well-balanced meals and menus for seniors within governmental nutrition requirements; estimates quantities and places orders for foods and supplies utilizing in season and readily available foods; prepares, bakes, and cooks a wide variety of foods; supervises, evaluates, and trains staff and volunteers; reviews equipment needs and recommends purchases; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – State health regulation, nutrition standards, and food requirements of the elderly.
- Ability to – plan well-balanced meals within program budget; determine quantity requirements; cook and bake; supervise coordinate, and evaluate staff and volunteers; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Two years of experience in planning food service, cooking, baking, and supervising a fully equipped restaurant kitchen and/or food service operation.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment; Red Cross First Aid, CPR, Communicable Disease, and Safe-Serve certificates are required within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.